

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C 305PAGE  
NO. 1 of 1

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency  
COUNTY EXECUTIVE AND  
COUNTY ADMINISTRATIVE OFFICER

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>GENERAL FILES AND CORRESPONDENCE</p> <p>Dates: 1957 on Quantity: about 25 cu. ft. File arrangement: By year and alphabetical therein Archival value: To be determined by archivist before destruction.</p> <p>The files are 8 1/2 x 11 folders containing correspondence, copies of letters, housekeeping records, published or reproduced material, executive, administrative, departmental and special reports and information as well as material of a general nature. These files include information of varying importance and should be purged by the Archivist or Records Management Officer before destruction. Material having continuing legal or administrative value to the operation of the office, including minutes of meetings and audits, should be retained until such value ceases.</p> <p>RECOMMENDATION: Keep for the tenure of office of the individual plus five years or until purged of archival material, whichever is later, then destroy.</p>	

*Dale Anderson*  
County Executive

For Baltimore County:

*[Signature]*  
County Administrative Officer

7. Agency, Division or Bureau Representative

*Thomas S. Burnett*  
Signature

RECORDS MANAGEMENT OFFICER

Title

*Oct. 17, 1967*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

NOV 1 1967

Date

*Morris S. Rudolph*  
Archivist

Archivist

*Nov. 13, 1967*  
Date

Date

*Ludwig H. H. [Signature]*  
Secretary

Secretary